**ÖZYEĞİN UNIVERSITY**

**FACULTY OF SOCIAL SCIENCES**

**DEPARTMENT OF PSYCHOLOGY**

You can contact [psyinternship@ozyegin.edu.tr](mailto:psyinternship@ozyegin.edu.tr) to send your internship documents and ask questions about the internship process.

The documents to be submitted before the internship must be done so **at least 10 days before the start date** of the internship.

**REGULATIONS FOR INTERNSHIPS WITHIN THE SCOPE OF “PSY 300 PSYCHOLOGY INTERNSHIP” COURSE & NON-CREDIT (VOLUNTARY) INTERNSHIPS**

**PURPOSE**

**Article 1.** The purpose of these Regulations is to set forth applicable principles for internships to be completed within the scope of the ‘PSY 300 Psychology Internship’ course and voluntary (non-credit) internships not tied to a course.

**SCOPE**

**Article 2.** These Regulations cover applicable principles and procedures for internships to be completed by Özyeğin Üniversitesi Psychology Undergraduate students as well as the roles and responsibilities of students, academic staff, and other relevant units and persons involved in the management of the internship process.

**VALIDITY**

**Article 3.** These Regulations shall enter into force as of its date of publication. It is revised and updated when deemed necessary. The last and valid version is the one on the website. It is the user’s responsibility to check the latest version of this document.

**DEFINITION AND ABBREVIATIONS**

**Article 4.** Hereunder these Regulations, the abbreviations “OzU” and “Department” shall refer to “Ozyegin University” and the “Ozyegin University Psychology Department” respectively.

**LEGAL GROUNDS**

**Article 5.** These Regulations are prepared pursuant to the Rules and Regulations for Undergraduate Programs promulgated on the Official Gazette No: 28091.

**ROLES AND RESPONBILITIES**

**Article 6.** The responsibilities of students, administrative officials of the Faculty of Social Sciences, human resources directorate and academic internship advisors throughout the internship process are as follows:

1. Students: To submit internship applications and required documents on time, to find suitable institutions for internships, to obtain necessary approvals, to closely track the internship process, to adhere to all rules stipulated in these internship Regulations.
2. Administrative Officials of the Faculty of Social Sciences: To prepare the necessary documents specified in the Regulations, to track the authorization and approval process, to contact and liaison with Human Resources (HR) for Social Security procedures, to coordinate and manage the internship process in accordance with the Regulations.
3. Human Resources Directorate: To complete Social Security procedures and keep the necessary records.
4. Academic Internship Advisors: To receive and evaluate internship applications, provide necessary approvals, evaluate employers based on the principles stipulates in the internship Regulations.

**BASIC PRINCIPLES**

**Article 7.**

1. The ‘PSY 300 Psychology Internship’ is course offered by the OzU Psychology Department and course performance is evaluated either Successful/Unsuccessful as per the rules and regulations.
2. The ‘PSY 300 Psychology Internship’ course is mandatory for psychology undergrad students whose catalog term is the 2019-2020 Fall semester or later. Students who entered the program earlier may also take PSY 300 as a psychology (program) elective course. The students may run a degree audit on SIS in order to find out their catalog term and to check whether internship is listed as a graduation area general requirement.
3. The students may also complete non-credit (voluntary) internships.
4. In both credit internships, which are completed as part of the PSY 300 Psychology Internship course, and non-credit internships completed on a voluntary basis, students’ social security premiums are covered by the University.

**Article 8. Purpose of internship:**

The main purpose of the internships is to support and integrate the knowledge and skills students have gained during their undergraduate psychology studies with field experience and practice. The internship will give students the opportunity to build awareness, make observations, and put their theoretical knowledge into practice in the fields of research and application in psychology. Another goal of the internship is to equip students with professional experience in the respective field and develop their sense of responsibility.

**Article 9. Application requirements for internships within the scope of “PSY 300 Psychology Internship” course:** Students must satisfy the following requirements in order to apply for internships:

* To have completed the Internship Training Seminar offered by the Department
* To have completed at least 120 ECTS
* To have a minimum GPA of 1.80 out of 4.00
* To have completed PSY 101 Introduction to Psychology I and PSY 102 Introduction to Psychology II as well as the psychology core courses determined based on the type of internship presented below.

Although the list of the psychology core courses which must be completed in order to be eligible to complete an internship varies and is determined by the academic internship advisor depending on the type of internship, below is a sample list of the required courses which must be completed for different types of internship:

* Clinical psychology internships: *PSY 301 Theories of Personality and Individual Differences* and *PSY 303 Adult Psychopathology*
* Internships completed at institutions which offer services to a specific age group such as kindergartens, nurseries, schools, or elderly care centers: *PSY 203 Developmental Psychology I* and *PSY 204 Developmental Psychology II*
* Internships to be completed at the human resources department or other similar departments of public and private organizations: *PSY 205 Social Psychology I* and *PSY 206 Social Psychology II, PSY 305 Industrial/Organizational Psychology*
* Internships to be completed at advertising agencies or healthcare institutions in order to study the social dimensions of behavior: *PSY 205 Social Psychology I* and *PSY 206 Social Psychology II*
* Internships to be completed at research companies: *PSY 103 Statistics for Psychology* and *PSY 207 Research Methods I*
* Internships to be completed at university research labs: *PSY 103 Statistics for Psychology* and *PSY 207 Research Methods I as well as at least a course in the respective field of research which will be determined by the internship advisor (i.e.,* *PSY 201 Cognitive Psychology*, *PSY 202 Psychology of Learning*, *PSY 205 Social Psychology I*, *PSY 206 Social Psychology II*, *PSY 203 Developmental Psychology I*, *PSY 204 Developmental Psychology II*, *PSY 302* Biopsychology)

For internships not listed above, the courses which must have been completed by students are determined by the academic internship advisor(s).

Before beginning their internships, students must have completed the internship training seminar offered by the department. The training is held Fall and Spring semesters, and the exact dates are announced by the department.

**Article 10. Internship dates and duration:** The duration of the internship to be completed as part of the course is a minimum of 20 full business days. Students who are unable to complete 20 full business days of internships due to medical reasons must complete the number of missed days after their recovery. Students may register for the internship course either in the semester in which they plan to complete their internships or in the semester which follows the completion of their internships.

**Article 11. Internship sites/employers:** Students may complete their internships at the following organizations and institutions as well as other institutions and organizations approved by the academic internship advisors.

1. Daycares, nurseries, kindergartens
2. Child protection institutions
3. Special education and rehabilitation centers
4. Nursing homes
5. Hospitals and other medical institutions
6. Mental health foundations
7. Human resources, personnel training, and research and development units or departments of public or private institutions and organizations
8. Research centers or companies
9. Advertisement companies
10. Field studies or projects in behavioral sciences
11. Research laboratories or centers conducting research in fundamental sciences such as biology and physiology

**Article 12. Tasks to be completed prior to internships:**

Students must satisfy the following requirements prior to their internships:

1. find an employer/internship site, make necessary arrangements, obtain the approval of the employer for the internship, and have the employer approved by academic internship advisors
2. have the **Internship Protocol** approved first by the Employer then by academic internship advisors (both the employer and the department will keep a copy of this protocol)
3. participate in the **Internship Training Seminar** to be delivered by the department prior to the internship and to sign the **Internship Code of Conduct** and submit it to Internship Advisor
4. hand the **Intern Attendance Form** and the **Intern Performance Evaluation Form** in a sealed envelope to a representative of the Employer
5. submit the following documents required for social security procedures to the administrative officials of the Faculty of Social Sciences at the latest a week before the start of internship:
6. The **Internship Information Form,** signed and sealed by the Employer
7. **Özyegin University Unemployment Fund Contribution For Internship Pay Information Form**, signed and sealed by the Employer
8. **Declaration and Agreement Form** (for individuals with and without health insurance there exist two versions of the document; only the appropriate version is to be signed)
9. A copy of the Identity Card of the student
10. Certificate of residence (obtainable from Civil Registration Office, E-Devlet or Mukhtar Offices)
11. Certificate of legitimacy (obtainable via E-Devlet, may not apply to international students)
12. Student Certificate
13. Transcript
14. Further documents may be requested

**Article 13. Tasks to be completed during the internship:**

Interns are expected to fulfill the following roles and responsibilities during their internships:

1. Students are liable with duly keeping an internship log/diary throughout their internships in which they are expected to summarize all tasks they have undertaken during their internships. This log/diary must be submitted to academic internship advisor at the end of the internship along with the internship report. The internship log must include a clear summary of tasks performed and observations made on a daily and chronological basis (2-3 paragraphs). All entries in the log/diary must bear the relevant date.
2. During internships, students must work on the internship report which they are expected to submit at the end of their internships.
3. Students must avoid any behavior that is in violation of the **Internship Code of Conduct** throughout their internships. Internships of students who violate the Internship Code of Conduct will be rendered null and void.

**Article 14. Tasks to be completed pursuant to internship:**

1. In case the student did not register for the ‘PSY 300 Psychology Internship’ course in the semester in which the internship was completed, the student must register for the course in the semester following the completion of the internship.
2. The students must submit the following documents to the academic internship advisors at least two weeks before the last day of classes of the semester in which they are enrolled in the ‘PSY 300 Psychology Internship’ course:
   1. A letter issued by the employer confirming that the internship is duly completed (This document must be received from the institution where the internship is completed. It must be addressed to the Psychology Department of Özyeğin University, signed and stamped by the Employer or the representative of the Employer, and contain a sentence similar to the following: “*The student named ... has successfully completed her … day-long internship at our institution between the dates of ….*”)
   2. The **Intern Attendance Form** completed by the representative of the Employer
   3. The **Intern Performance Evaluation Form** completed by the representative of the Employer and submitted to the intern in a sealed envelope
   4. The Internship Report
   5. The Internship Logbook
   6. **Student Internship Self-Evaluation Form** filled by the student.

**Article 15. Internship Report:**

The internship report must be written in English in a Word or similar document (12-point font, Times New Roman) with double spaces and standard margins (2.5 cm). The internship report is expected to be around 10 pages, excluding the references and annexes. The report will be evaluated based on its organization (layout), clarity, quality of writing and references. The report must be made up of 6 main sections, which are:

1. **Executive Summary:** A summary of the internship report with around 250-300 words (the summary must include information from the following sub-sections)
2. **Internship Site/Employer**: This section must provide brief information about the internship site/employer where the internship is completed, its sector and position in the sector, its mission, size, organizational structure and other relevant information, if any. (0.5-1 pages)
3. **Purpose and Scope of Internship:** This section must provide information about the purpose of internship, tasks fulfilled and roles & responsibilities assumed throughout the internship (0.5-1 pages)
4. **An Analysis of the Internship Experience within the framework of Knowledge Attained in the Undergraduate Program:**  This section must provide to what extent the knowledge attained and theories and models learned within the undergraduate program align with or differ from observations made and experience gained during the internship, together with an explanation of the reasons behind the compatibilities and discrepancies. Furthermore, where applicable, when integrating internship experience with academic knowledge, the role of cultural factors must be included in the report together with the relevant observations and recommendations (3-4 pages).
5. **Evaluation**: The final section of the report must provide a critical analysis and evaluation of the internship including learning outcomes, any issues that arose during the internship, as well as recommendations, if any, for both the internship program and the academic program (3-4 pages).
6. **References:** All resources used for the report (including web pages and other online resources) must be listed in accordance with the up-to-date APA (American Psychological Association) referencing style and must be cited within the report in accordance with the APA citation style. Reports with citations or references in violation of the APA style will be rendered null and void and the students will be considered to have failed the class.
7. **Annexes**: Any supportive documents mentioned within the report must be attached to the report as annexes (i.e., organizational structure, tables, diagrams, etc.)

**Article 16. Grading of the ‘PSY 300 Psychology Internship’ course:**

The“PSY 300 Psychology Internship” course is graded as Successful/Unsuccessful. Students who interrupt, or suspend their internships for no valid reason, whose internship reports are deemed unsatisfactory, whose internships are rendered null and void due to the violation of the Internship Code of Conduct will be graded “Unsuccessful”. The performance of interns is evaluated based on the following criteria:

1. Intern Attendance Form completed by the Employer (20 full working days must be completed)
2. Intern Performance Evaluation (%40)
3. Assessment of the Internship Report by Internship Advisor (%60)

**Article 17. Non-credit (voluntary) internships**: The procedure below must be followed in the case of the non-credit (voluntary) internships that are not within the scope of the PSY 300 Psychology Internship course.

**Tasks to be completed prior to internships:**

1. find an employer/internship site,
2. participate in the **Internship Training Seminar** to be delivered by the department prior to the internship and sign the **Internship Code of Conduct** and submit it to academic internship advisor
3. hand the **Intern Attendance Form** and the **Intern Performance Evaluation Form** in a sealed envelope to a representative of the Employer
4. submit the following documents required for social security procedures to the administrative officials of the Faculty of Social Sciences at the latest a week before the start of internship:
5. The **Internship Information Form,** signed and sealed by the Employer
6. **Özyegin University Unemployment Fund Contribution For Internship Pay Information Form**, signed and sealed by the Employer
7. **Declaration and Agreement Form** (two versions of the document are available for individuals with and without health insurance; only the appropriate version is to be signed)
8. A copy of the Identity Card of the student
9. Certificate of residence (obtainable from Civil Registration Office, E-Devlet or Mukhtar Offices)
10. Certificate of legitimacy (obtainable via E-Devlet, may not apply to international students)
11. Student Certificate
12. Transcript
13. Further documents may be requested

**Tasks to be completed pursuant to internship:**

1. **Intern Attendance Form** and the **Intern Performance Evaluation Form** filled and sealed in an envelope by the employer must be handed in at the Administrative Office of Faculty of Social Scenes at the end of the internship.